

SAMPLE VERIFICATION SELECTION WORKSHEET

For **each household/student** selected, this worksheet or an equivalent form **must** be completed and kept on file for audit purposes. Verification must be completed no later than **November 15** of each year.

Student/Household Application Selected: _____ Date Selected: _____

Names of all district students in household: _____

Prior to the household (HH) notification, someone other than the initial determining official must conduct a **confirmation review**. All selected applications for verification must have a confirmation review done **before** the household is notified to ensure that the original determination was made correctly. This must be documented. List the name of the person conducting the confirmation review and the date it was completed.

Name: _____ Date: _____

Selection Method: ☐ Standard Sample Size ☐ Alternate One ☐ Alternate Two

Response Due: _____ Date Second Notice Sent: _____

***Note:** You must contact the HH at least once if they have failed to respond*

Date Reduction/Termination Notice Sent: _____ Date cafeteria notified of change: _____

SNAP/TFA Household

Confirmed

- ☐ SNAP/TFA Office
☐ Notice of Eligibility
☐ Other: _____

Not Confirmed

- ☐ Eligibility not confirmed

Income Household

Income: \$ _____ Frequency: _____

HH submitted:

- ☐ Wage Stubs
☐ Written Documents

☐ Collateral Contacts

- ☐ Agency Records
☐ Other: _____

VERIFICATION RESULTS

☐ No change and remained (check one): ☐ Free ☐ Reduced Date cafeteria notified of change: _____

Change occurred: ☐ Reduced to Free ☐ Reduced to Denied ☐ Free to Reduced ☐ Free to Denied

Reason for Change: ☐ High Income ☐ No response ☐ SNAP/TFA eligibility not confirmed

☐ Foster child eligibility not confirmed

☐ Other: _____

 Signature of Verifying Official

 Date

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For more information, visit the CSDE's [Verification](#) Web page or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This worksheet is available in PDF at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/verification/verselect.pdf and Word at www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/verification/verselect.doc.